

RAAUZYUW RUDIDFE0004 1021434UUU--RHMCSUU.

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FM DFAS INDIANAPOLIS IN//ADIP//

TO AIG 4579

INFO DFAS INDIANAPOLIS IN//ADIP//

BT

UNCLAS

MSGID/GENADMIN/DFAS-ADIP//

SUBJ/STANDARD DOCUMENT NUMBER (SDN) FOR TRAVEL ADVANCES AND SETTLEMENTS (ACCTG
POL IMPL MSG 05-27 AND TTM 05-08)

A. DFAS MANUAL 37-100-05, CHAPTER 2F-SDN.

1. IAW REF A, A SDN IS REQUIRED ON ALL OBLIGATIONS, DISBURSEMENTS AND
COLLECTIONS. THIS REQUIREMENT INCLUDES TRAVEL ADVANCES, SETTLEMENTS AND
ACCRAULS FOR OPEN ALLOTMENT (NOMINAL FISCAL STATION) AND SPECIFIC STATION LINES
OF ACCOUNTING.

2. USE THE SDN STATED ON THE TRAVEL ORDER. IF THE TRAVEL ORDER DOES NOT
CONTAIN AN SDN, USE THE TRAVEL SYSTEM GENERATED SDN. DO NOT ZERO FILL THE SDN
ON ANY DOCUMENT.

3. DO NOT CHANGE THE SDN UNLESS IN ACCOUNTING IT IS NECESSARY TO MATCH
DISBURSEMENT TO OBLIGATION OR SETTLEMENT OF ADVANCE TO ORIGINAL ADVANCE.

4. POCS:

A. DFAS-IN ACCOUNTING PROCEDURES, 317-510-3272.

B. DFAS-IN TRAVEL PAY PROCEDURES,

MANAGEMENT AND PROCEDURES BRANCH, 317-510-5372.

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